

**Facility Reservation Application**  
Golf & Event Center | Sid Cutter Pilots Pavilion  
Parks & Recreation Department  
9401 Balloon Museum Drive NE 87113  
505.768.6062 | [balloonfiestapark@cabq.gov](mailto:balloonfiestapark@cabq.gov)



Banquet Center  Upper Deck  SCPP 4K  SCPP 8K  SCPP 12K   
Public Event  Private Event

**PART I Renter Information**

Name of Event: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_  
Setup: \_\_\_\_\_ Event Time: \_\_\_\_\_ Breakdown: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Organization (if applicable): \_\_\_\_\_  
Address (incl. ZIP): \_\_\_\_\_  
Email Address: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_  
Additional Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Post Event Contact (If Different): \_\_\_\_\_

**PART II Event Information**

Number of Guests: \_\_\_\_\_ Out of Town Guest: \_\_\_\_\_  
Food Service: Yes  No  Vendor Info: \_\_\_\_\_  
Alcohol Service: Yes  No  Vendor Info: \_\_\_\_\_

*\*Alcohol vendors must be registered and licensed with the City of Albuquerque and the State of New Mexico.*

*\*Professional security service is provided at an additional cost for all events with alcohol and events that conclude after 7:00 pm.*

Playing Amplified Sound? Yes  No   
Playing Sound Outside? Yes  No

*\*A sound permit from the City of Albuquerque is required for Amplified Sound played outside and must remain within the permit guidelines*

Music/DJ vendor: Yes  No  Vendor Info: \_\_\_\_\_  
Utilizing a Dance Floor? Yes  No  Vendor Info: \_\_\_\_\_

*\*Due to the type of flooring at the facility, no outside dance floors are permitted at Sid Cutter Pilots Pavilion*

Additional vendor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Event Center Amenities: Fire Pit  Patio Lights  Patio Heaters  Audio/Visual   
Sid Cutter Amenities: Fire Pit  Audio/Visual  D1 Grass Panel

## PART III Regulations & Ordinances Acknowledgement

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### FACILITY GUIDELINES

1. The facility will be open to renters beginning at 9:00 am the day of the event. Renters must be out of the facility by 11:30 pm. The entrance gates to Balloon Fiesta Park close at 11:59 pm.
2. Renters are responsible for the setup of tables & chairs, retrieving inventory from the storage areas, and supplying their decorations and linens within the Facility Guidelines.
3. Renters are responsible for the removal of all decorations and trash within the facility used. This includes directional signage leading to the event location. Trash will be placed in the dumpster provided. Event Staff will complete the breakdown of tables & chairs.
4. Propane grills or cooking devices of any kind are not allowed inside the facilities. Propane Grills are allowed outside on the asphalt only. All grills must be 10 feet from the building and each grill must have its own fire extinguisher. No cooking is allowed on the Fire Pit.
5. Recreational Vehicles (RVs) or Campers are not allowed without prior approval from Event Center Management.
6. No guests are permitted on the grounds of the golf area or other adjacent areas unless otherwise rented.
7. Any section of the Balloon Fiesta Grounds & Properties not rented in this agreement may be rented to other customers and events.
8. Driving and/or parking is not permitted on any area of the concrete surrounding the building. Renters, guests, and vendors may park only in the designated parking areas.
9. Open flames are not permitted on facility grounds such as candles and lanterns (excluding sternos). Fireworks are not allowed in any capacity. Battery-powered, incandescent fixtures are allowed.
10. The use of tape, glues, nails, pins, helium balloons (Sid Cutter Only), confetti, glitter, fake flower petals, water beads, fog/rain/snow machines, sand, or rice is NOT permitted.
11. Hanging items from the fire suppression system is not allowed.
12. All final decorating plans must be agreed to and finalized at the Pre-Event Meeting.
13. I agree to comply with setup restrictions put forth in the layout arrangement. Layout changes must be in writing. I understand that should I fail to comply with these layouts, my event may not be allowed to proceed.
14. All event detail must be finalized at the pre-event meeting, any changes must be submitted in written form for approval. (Changes are subjected to be vetoed)
15. I hereby grant permission for the City of Albuquerque to use images or videos of my event or setup in publications.

### ADDITIONAL VENDORS

16. All alcohol vendors must be registered and licensed with the City and State. Alcohol vendors are required to have a Special Dispensers Permit, issued by the City with a \$1 Million Liquor Liability Insurance identifying the City of Albuquerque as additionally insured.
17. Alcohol is only allowed to be distributed by a Licensed Vendor as described above. No outside alcohol is permitted within the facility or outside in the parking lots. Violation of the alcohol policy will result in the closing of the legitimate alcohol distribution and forfeiture of the damage deposit & discontinuation of the event
18. If alcohol is sold at a public event, an additional 10% surcharge on sales will be collected from the renter after the event.
19. Professional security service is required for all events that conclude after 7:00 pm and/or events providing alcohol.
20. Security personnel must be present at the start of the event, before alcohol service begins, and will stay until the event is completely over and clients have left the Facility.
21. A ratio of 1 security personnel to every 100 guests must be maintained throughout the event. Professional security service must be provided based on the actual number of guests rounded up to the next one hundred.
22. A sound permit from the City of Albuquerque is required for amplified sound played outside during an event. Any outside amplified sound will stay within the guidelines established by the City permitting office and will cease at 10:00 pm.

### ORDINANCES

23. All City of Albuquerque facilities are designated as NO SMOKING areas. § 9-9-5-1
24. Any dumping into a Storm Water Drain in accordance with the Storm Water Quality Ordinance SC O-16-16 carries a \$250 - \$500 fine and up to 30 days in jail when reported.
25. No engaging in dangerous amusement in areas that have not been designated for that use. § 10-1-1-7
26. No Vending and Peddling: Except as a licensed concessionaire by the City and under the authority and regulation of the Mayor. Exceptions can be made for any authorized party. § 10-1-1-8
27. No Advertising: Except as a licensed concessionaire and under the authority and regulation of the Mayor. Exceptions can be made for any authorized party. § 10-1-1-8
28. No Signs: No posting of signs, except as licensed concessionaire and under the authority and regulation of the Mayor. Exceptions can be made for any authorized party. § 10-1-1-8

**\*I have read and Acknowledge the above rules and understand that the City of Albuquerque staff have the right to terminate the event if rules are not followed. \* Initial: \_\_\_\_\_**

Pricing Breakdown

*Event Center / Upper Deck*

Application (non-refundable)	\$100	
Damage Deposit (refundable)	\$250	
Banquet & Cantina*	\$550	
Upper Deck	\$250	
Banquet, Cantina, & Upper Deck	\$750	
Security Personnel (Per Guard)	\$27/hr	
Audio/Visual Equipment (Banquet Use ONLY)	\$150	
6 <sup>th</sup> Hole	\$50/hr	

\*Patio Lights, Patio Heaters, & Fire Pit available only with the Banquet Room, at no additional charge

*Sid Cutter Pilots' Pavilion*

Application (non-refundable)	\$100	
Damage Deposit (refundable)	\$500	
Small Facility 4,000 sq. ft.	\$600	
Large Facility 8,000 sq. ft.	\$1,100	
Entire Facility 12,000 sq. ft.	\$1,500	
Security Personnel (Per Guard)	\$27/hr	
Audio/Visual Equipment	\$300	
D1 Grass Panel	\$100	
6 <sup>th</sup> Hole	\$50/hr	

\*Fire Pit available with the Sid Cutter Pilots' Pavilion, at no additional charge.

**PART V Declaration**

I \_\_\_\_\_ do hereby declare that the enclosed event will be conducted in accordance with the requirements and recommendations made by the Parks & Recreation Department. I understand that violations of regulations and ordinances will not be encouraged or permitted. I also understand that this application, if approved, may be revoked by the Parks & Recreation Department, Albuquerque Police Department, or Albuquerque Fire Department, due to causes beyond the control and without the fault or negligence of either party which would render such performance of this agreement impossible or hazardous. Such causes include, but are not restricted to, acts of God or the public enemy, acts of State or Federal governments, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, unusually severe weather, and defaults of subcontractors due to any of the above, or if in their opinion, the event becomes a public nuisance or violations of regulations or ordinances are committed by any participant or any of the recommendations herein referred to as the "EVENT PERMIT" are not met.

Applicant agrees to indemnify and hold harmless the City of Albuquerque, its agents, and employees from and against any and all damages, other liability, claims, suits, or proceedings of any kind brought against said parties because of any injury or damage received or sustained by any person, persons, or property arising out of or resulting from the Applicants Event.

The event is not approved until the Parks & Recreation Department returns this agreement signed to the Event applicant. Applicant agrees to terms and facility fee rates.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Facility Rental Coordinator Approval

\_\_\_\_\_  
Date

**PART VI Fees and Payments (Facility Rental Staff Use Only)**

Name of Event: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_

**Applied Fees**

	<b>Price</b>	<b>Due On</b>
Application Fee (Non-Refundable):	\$100	_____
Damage Deposit (Refundable*):	_____	_____
Facility Rental Fee:	_____	_____
Security (\$27hr Per Guard):	_____	_____
Additional One Time Fees (A/V, D1):	_____	_____
Additional Hourly Fees:	_____	_____
<b>Total:</b>	_____	_____

**Applied Payments**

Employees Initials: _____	Date: _____	Amount Paid: _____
Employees Initials: _____	Date: _____	Amount Paid: _____
Employees Initials: _____	Date: _____	Amount Paid: _____
Employees Initials: _____	Date: _____	Amount Paid: _____

*\*Failure to follow any of the Event Center Rental Policies and Agreement Regulations will result in loss of part or all of the damage deposit at management's discretion.*

*\*Should an event need to be canceled, written notice is required. There will be no refunds issued if a renter seeks to cancel within 45 days prior to the event.*